



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

August 18, 2011

ACCOUNTING TECHNICIAN

\$2,638 - \$3,209 per month

OR

ACCOUNTANT I (SPECIALIST)

\$2,870 - \$3,488 per month

(PENDING FREEZE EXEMPTION APPROVAL - ONE POSITION AVAILABLE - WILL CONSIDER FILLING AT EITHER LEVEL - DUTIES WILL BE ADJUSTED ACCORDINGLY)

Under the direct supervision of the Accounting Administrator, the Accounting Technician is responsible for Accounts Payable, Revolving Fund, and Encumbrance transactions.

DUTIES AND RESPONSIBILITIES:

- Prepare invoices for payment. Ensure all documentation and approvals are accurate and acceptable. Schedule invoices in the California State Accounting and Reporting System (CALSTARS) for payment by the State Controller, in accordance with the State Administration Manual. Code and post expenditures to CALSTARS in compliance with budgetary coding guidelines. Prepare and collate Claim Schedules for transmittal. Review and correct outstanding Claims Filed for monthly reconciliation. Work with vendors to resolve issues with payments or outstanding invoices. Post year-end accruals and perform corrective actions at year-end to ensure validity of accounts payable.
- Audit all Travel Expense Claims (TEC) submitted by Commission employees for compliance with existing laws, regulations, rules, and collective bargaining agreements using the California Automated Travel Expense Reimbursement System (CalATERS). Act as the primary point of contact for the CalATERS Help Desk. Post claims and travel advances to the Revolving Fund Register. Review employee accounts and prepare the register for reconciliation by the Accounting Officer. Take corrective actions to individual balance accounts by issuing reimbursement checks, requesting refunds, or adjusting amounts on subsequent claims. Track reportable payments and reimbursable expenses.
- Enter timesheets into CALSTARS and post corrections, as necessary. Assist the Accounting Administrator in the labor distribution process. Act as the time reporting liaison between the Personnel Office and the section.
- Prepare and deposit daily receipts including checks, cash, and wire transfers. Resolve and correct any discrepancies involving bank deposits.
- Post purchase documents and contracts to CALSTARS as encumbrances. Monitor balance sheets within contract files, analyze discrepancies, and take corrective action, as appropriate, to bring files and CALSTARS into agreement. Maintain records of outstanding purchase orders.

- Other duties, as required.

DESIRABLE QUALIFICATIONS:

- Excellent communication skills and the ability to interact professionally with staff and the public;
- Familiarity with CalATERS;
- Familiarity with personal computers – Microsoft Office and Outlook;
- Ability to work under tight timeframes and pressure;
- Reliable attendance and dependability;
- Exceptional organizational skills and self-motivation;
- Good judgement and tact;
- Willingness to accept responsibility;
- Exercise a high degree of initiative, independence, flexibility and originality in the performance of assigned tasks.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

Free Parking - Near Light Rail, bus routes & CSU Sacramento

HOW TO APPLY:

Submit resume & standard State application to:

**California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825**

Telephone: (916) 574-1910

FINAL FILING DATE: Until Filled

WHO MAY APPLY:

NOTE: The California State Lands Commission cannot utilize the State Personnel Board's online Accountant I open exam list for hiring purposes.

State employees with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State Employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.